

CONFIDENTIAL

Chief, Disposal Agency Archives and Records Center 7 August 1959

Chief, Records Disposition Branch

Disposal Authorization for Mail Control Receipts

1. Based on the Records Management Staff Memorandum dated 27 June 1958, authority is granted for destruction of the inactive mail control receipts referred to in your request of 25 June 1959. In addition, all courier receipts more than three months old and document receipts up through 1956 may properly be destroyed.

2. May I suggest that a Records Control Schedule be prepared for the Records Center and forwarded to this Staff for approval. If assistance is required, please call us.

25X1

Mgt/S/RMS/RDB/

(7 Aug 1959)

CONFIDENTIAL

Talked to Roger on the 2nd
suggested that he attempt to
have the schedule he prepared
approved.

The authorization he
mentions is more of a general
nature, and as such, should not
be cited as the authority for
a specific office or files of an
office.

Roger says he will take
the matter up with when
he returns tomorrow.

Bob.

25X1

TRANSMITTAL SLIP

TO:

ROOM NO.

REMARKS:

*I thought you might
like to take action
on this. Tell them to
prepare a records control
schedule. I?
What think you?*

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

25X1